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## Report of the RECORDS CENTER BRANCH for month ending November 1953

The number of reference service requests for records center material remained about the same as the previous month, while the distribution activity continued to run well above the averages of the past fiscal year in respect to both items received for stock and items furnished on request.

It is felt that the work load of the Center operation and the scope of its services to the Agency can be more clearly reflected by revising the present statistical reporting format. The weekly reports to be submitted during the coming month will account for all items furnished on request including the number of pages reproduced. In the past two weeks 7000 pages of reports have been reproduced for operating offices.

All palletized records and distribution materials have now been shelved, and the two laborers will be dropped as of this date.

The erection of the second 100 units of shelving in the SW area is awaiting the assignment of skilled laborers from the GSA/PBS labor pool.

The lighting situation within the Center remains poor, and GSA/PBS has not yet performed the work of dropping the lights over the file cabinet area.

Within the last week certain Center personnel have been assigned projects compiling lists of records and distribution materials in custody. Upon completion, offices of origin will be asked to examine the lists for disposable items.

Efforts to secure cleared laborers from the [redacted] have been of no avail. It is felt that a minimum of 2 cleared laborers should be assigned to the T/O of the Center in the accessioning section. Otherwise, the time and physical efforts of higher grade persons must be employed in some of the routine, low level activity, involved in moving records into the Center and shelving them.

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GENERAL SERVICES  
OFFICE OF THE CHIEF

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MONTHLY REPORT - DISTRIBUTION

DATE

November 1953

THIS MONTH TO DATE\*

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1. INTELLIGENCE & INFORMATION REPORTS

a. Request for Supplemental Distribution	312	563	2611
b. Intelligence Reports:	173	263	983
Received (Copies 11793)			
Distributed (Copies 1304)	910	952	1019
Returned (Copies 2271)	1370	1699	1995
c. Information Reports			
Received (Copies 6378)	3205	6378	23463
Distributed (Copies 2023)	906	1761	8501

2. ADMINISTRATIVE ISSUANCES

a. Request for Supplemental Distribution	41	52	220
b. Regulations			
(1) Initial Distribution			
(Copies 3042)	3	13	44
(2) Supplemental Distribution			
(Copies 113)	410	13	938
c. Notices			
(1) Initial Distribution			
(Copies 2042)	13	15	53
(2) Supplemental Distribution			
(Copies 304)	263	27	104
d. Other			
(1) Initial Distribution			
(Copies 2791)	2	5	15
(2) Supplemental Distribution			
(Copies 0)	165	0	14

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received- is included in the total of Intelligence Reports received.

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MONTHLY REPORT - RECORDS CENTER

DATE November 1953

THIS MONTH    TO DATE\*

1.    Records Storage (all figures in  
                                 cubic feet)

(a) Received	248	1012
(b) Destroyed	0	21
(c) Storage Space: (Total)	1247	
Records	1505	
Dist. Material	6106	
Committed	0	
Available	2336	

2.    Records Reference

(a) Service Requests	164	690
(b) Items on Requests	313	2132

3.    Inter-Agency Reference Service

(a) Requests

\*    The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

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## MONTHLY REPORT - MAIL CONTROL SECTION

NOVEMBER 1953

THIS MONTH

TO DATE\*

1. INCOMING MAIL:

(a) Delivery by Post Office	19,622	105,090
(b) Picked up from Post Office by courier	1,830	10,000
(c) Picked up from City by courier	2,824	21,117
(d) Letters:		
Reviewed	4,100	27,742
Recorded		
(e) Undeliverable (held in Mail Room)	22	22

2. OUTGOING MAIL:

(a) Picked up by Post Office	16,563	69,179
(b) Deposited in Post Office by courier	11,611	59,183
(c) City Deliveries	4,497	27,433
(d) Penalty Indicia Used		
(1) CIA	2,071	11,514
(2) FBIS	4,227	27,701
(3) SSU	3	9
(e) Postage Expended	\$ 3,170.27	\$ 16,805.37

3. COURIER SERVICE:

(a) Scheduled Trips	912	5,025
(b) Special Trips - Within Agency	191	1,238
(1) Delivered by foot	42	405
(2) Delivered by vehicle	149	833
(c) Other Agencies	105	545
(d) Trips outside area	6	32
(1) Total time	127 HR 45 min.	527 HR 38 min.

4. FILE ACTIVITY:

(a) Checking courier receipts	24	118
(1) Total time	9 HR 15 min.	42 Hours
(b) Requests for Administrative Files	2	39
(1) Requests filled	2	29
(2) Requests unfilled	0	10

5. Recruitment:

(a) Couriers	2	10
(b) Mail Clerks	0	0
(c) Messengers	1	3 **

6. SEPARATIONS:

(a) Couriers	1	13
(b) Mail Clerks	0	1 **
(c) Messengers	0	1

\* The figures are for the fiscal year.

\*\* Adjusted Figures

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# MICROFILM PROJECTS NOVEMBER 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
1. <u>PROJECTS PENDING</u>		
A. ENTIRE RECORDS GROUP	2	_____
B. RECORD GROUP ACCRETIONS	0	_____
2. PROJECTS IN PROCESS AND COMPLETED		
A. ENTIRE RECORDS GROUP		
1. IN PROCESS	0	3
2. COMPLETED	2	29
B. RECORDS GROUP ACCRETIONS		
1. IN PROCESS	0	_____
2. COMPLETED	0	3
C. IMAGES FILMED (TOTAL)	19080	334434
1. ROTARY CAMERA	0	85221
2. FLATBED CAMERA	19080	193813
D. REELS (100 FT)		
1. IN PROCESS	16	_____
2. TO BE REVIEWED	3	_____
3. REVIEWED	20	187

\*THE TOTALS IN THE "TO DATE" COLUMN WILL REVERT TO 0 AT THE END OF EACH FISCAL YEAR, AND STARTING WITH JULY 1953 WILL ALWAYS REFLECT CUMULATIVE TOTALS FOR THE FISCAL YEAR OF THE REPORT.

Report for month of November 1953 from MACHINE RECORDS BRANCH

Administrative:

Many problems incurred during the process of moving and getting re-located in Curie Hall have been ironed out. Installation of telephone extensions, buzzer systems, completion of vault areas, grill work on windows, and requisitioning of additional equipment and supplies needed to furnish the three separate wings have been accomplished.

25X1 Three new employees entered on duty in November, [redacted] 25X1  
[redacted] All three have attended IBM training  
25X1 classes. Two resignations are pending: [redacted] for 2 January,  
and Mrs. [redacted] for 4 December. One employee on the T/O is  
awaiting final clearance in the pool.

Two meetings were held regarding mechanization of leave recording. A detailed memorandum of these two meetings was sent to Chief, General Services Office.

25X1 A trip was made to Vital Materials Repository to clarify the situation involving the files being furnished Vital Materials by Machine Records Branch. In the course of this visit, we [redacted] learned that 25X1  
[redacted] had been granted thirty days advanced sick leave for an operation. No further word has been received from [redacted], and it is 25X1  
not known at the present time whether or not she intends to return within the thirty days leave period.

Operational:

Vouchered Payroll - The following payroll operation reports were completed: Time and Attendance Reports, Overtime, Transfer and Termination Listings, Termination W-2's, and Comptroller's Report of projected average salaries of Vouchered employees, by Office group.

Procurement and Accounting Section - A monthly recurring report of "Critical Items" for Procurement Division was completed 9 November. This listing includes those items which have been determined in short supply, based upon a 50% and/or 100% stock level computation.

Special Projects Section - Mat listings have been completed on Family Group 7 items for the Agency Stock Catalog. These listings have been approved by Identification and Catalog Staff.

A schedule for the submission and processing, by Office, of changes to the T/O file is being devised to prevent a peak workload. These changes involve the conversion of the present Civil Service four digit base number into a four digit base with a two digit sub number, and the addition of the Career Service designation code, and the Office code letter to all the cards in the file

Personnel Section - Position Control reports were furnished to all DDI offices during November.

The development of the Personnel History Card File is in process and a report has been submitted to [ ] outlining the progress being made. A similar report has been furnished to [ ] in regard to the Periodic Step Increase Project.

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/s/  
[ ]  
\_\_\_\_\_  
Chief, Machine Records Branch

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